


10

Certification with Discrepancies Report

The Certification with Discrepancies Report provides owners and agents with easy access to certifications containing discrepancies in or to facilitate corrections.

The option can be selected from the TRACS Main Menu.



From the report screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Query certifications containing discrepancies
- View query data from browser
- Download and print a Certification with Discrepancies Report

10.1 To access the Certifications with Discrepancies Query Screen:

1. From the TRACS Main Menu, click on the Certifications with Discrepancies link, and the following query screen (Figure 1) displays:

Figure 1. Certifications with Discrepancies Query

10.2 To submit a Certifications with Discrepancies Query Screen:

1. From the Certifications with Discrepancies Query Screen, select the contract or project by scrolling to the desired contract number or project number.

Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.

2. Select one of the following Date Range Types: Effective Date, or TRACS Processed Date.
3. To specify a date range, enter dates in From Voucher Date and To Voucher date fields.

Note: Both dates have three fields: Month, Day, and Year fields. Month and Day fields are two digits each; the Year field is four digits.

4. Select how the query will sort data; by Unit or by Name.
5. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.
6. Click Submit to start the Query.

10.3 To download the Certifications with Discrepancies Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

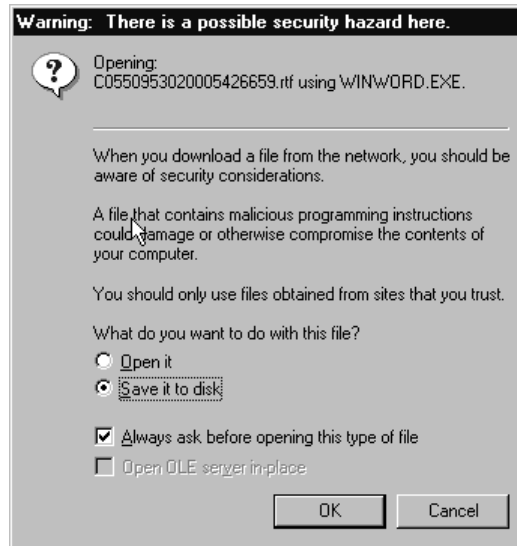


Figure 2. Security Warning Screen

2. Select Save it to disk to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed in Figure 3. Figure 4 is an example of the Certifications with Discrepancies Report.

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Voucher Date,Contract Number,Area Code,Office Code,Units in Contract,Units Receiving Subsidy,Units Vacant Under this Contract,
05/01/2000,KY36A002001,05,01,,,,,1,1,1,1,1,1,1,1,1,1,1,1,1,1,N,10,N,1,05/01/2000
```

Figure 3. ASCII File

U.S. Department of Housing and Urban Development TRACS Certifications with Discrepancies Report								
¹ Contract Number: AR37T801012					Date Range Type: Effective Date			
Sorted By: Name					Date Range: 08/1/2002 – 08/01/2003			
² Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	# of Days Unresolved	Action Code (1– 4)	Discrepancy Code	Discrepancy Description
082EH070	D 4	Ball, J.M.	888888889	09/01/2002	333	3	SS012	SSA VERIFIED SS/SSI INCOME; HAS DIFFERENT NAME FOR SOCIAL SECURITY CLAIM
082EH070	D 5	Black, R.V.	222222223	08/05/2002	380	3	SS012	SSA VERIFIED SS/SSI INCOME; HAS DIFFERENT NAME FOR SOCIAL SECURITY CLAIM
082EH067	F 1	Cooper, G.	555555555	08/01/2002	384	2	CE022	INCORRECT INCOME STATUS CODE SUBMITTED FOR POST-81 SECTION 8 AR OR IR
082EH067	F 8	Granite, O.	111111110	08/01/2002	384	3	SS013	SSA VERIFIED SS/SSI INCOME; HAS DIFFERENT BIRTHDATE FOR SOCIAL SECURITY CLAIM
082EH067	F 8	Granite, O.	111111110	08/05/2002	384	3	SS016	TENANT AND SSA SS INCOME MATERIALLY DIFFERENT; SSA GIVES SEPARATE AMOUNTS
082EH067	D 7	Green, G.	444444444	03/01/2003	172	2	CE022	INCORRECT INCOME STATUS CODE SUBMITTED FOR POST-81 SECTION 8 AR OR IR
082EH067	D 7	Green, G.	444444444	03/01/2003	172	2	CE031	INCOME EXCEPTION CODE NOT SUBMITTED FOR HOUSEHOLD RECEIVING SEC8 AFTER 7/1/84
082EH067	D 7	Green, G.	444444444	03/01/2003	172	2	CE100	INCORRECT/BLANK INCOME EXCEPTION CODE SUBMITTED
082EH067	B 8	Hill, C.F.	777777777	08/01/2002	384	2	CE022	INCORRECT INCOME STATUS CODE SUBMITTED FOR POST-81 SECTION 8 AR OR IR
082EH067	D 3	Lake, A.N.	777777778	08/15/2002	370	3	SS016	TENANT AND SSA SS INCOME MATERIALLY DIFFERENT; SSA GIVES SEPARATE AMOUNTS
082EH067	D 3	Lake, A.N.	777777778	08/15/2002	370	3	SS017	TENANT AND SSA SSI INCOME MATERIALLY DIFFERENT; SSA GIVES SEPARATE AMOUNTS
082EH067	C 1	Miller, B.L.	222222222	01/01/2003	231	2	CE022	INCORRECT INCOME STATUS CODE SUBMITTED FOR POST-81 SECTION 8 AR OR IR
082EH067	G 7	Sandstone, A.	111111111	03/21/2003	91	1	AP	TRACS CALCULATED ASSISTANCE PAYMENT DIFFERS FROM REPORTED VALUE
082EH067	G 7	Sandstone, A.	111111111	03/21/2003	91	1	TTP	TRACS CALCULATED TOTAL TENANT PAYMENT DIFFERS FROM REPORTED VALUE
082EH067	D 8	Wall, L.	888888881	09/01/2002	333	3	SS012	SSA VERIFIED SS/SSI INCOME; HAS DIFFERENT NAME FOR SOCIAL SECURITY CLAIM

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Figure 4. Certifications with Discrepancies Report